

FPA Board Meeting Minutes

August 29, 2012

Open meeting: 7:15 pm

Attendance:

BOD:

- ☒ Jim Housel
- ☒ Bob Giarrusso
- ☒ Ahmed Selim
- ☒ Jim Southworth
- ☒ Georgia Graves
- ☒ Ayme Pointer (via teleconference)
- ☒ Steve Mullen
- ☒ Tim Bowden

FPA:

- ☒ Chuck Pena
- ☒ Jay Erasquin
- ☒ Jerry Ferguson
- ☒ Steve Ruddell
- ☒ Maryam Shah

Guests:

- ☒ none

FPA BOD Officer Activities:

- Vice President: Jim Housel-
 - Call meeting to order: quorum at 7:13 pm.
 - Conflicts of interest: None
 - Ms. Pointer asked everyone to adhere to the Board's voluntary code of conduct.
 - The agenda for August BOD meeting was accepted.
 - The minutes for the July BOD meeting have not been prepared for approval. Mr. Giarrusso expects that they will be ready for submission in the next week. All board members must answer with approval or edits by September 10.

- Ms. Pointer noted that we had a successful strategy meeting on August 19th, Board identified critical items regarding the growth and expansion of services by FPA.

FPA Executive Director's Activities:

- Executive Director's Report: Chuck Pena-
 - Mr. Pena read from the monthly staff report.
 - He asked for board approval for additional support for the 4th channel. Verizon has authorized FPA broadcasting on Channel 36. Verizon can begin broadcasting the fourth channel within 30 days. FPA is working out its requirements both technically and administratively, and producers will be notified regarding any proposed reorganization. Incentives will be offered
 - Mr. Pena notified Kathryn Falk of Cox that we had been approved for a fourth channel. Cox will require approximately 90 days to begin broadcasting.
 - Mr. Pena stated that notice for the FPA member meeting was published in the Washington Examiner on August 1 and August 8.
- Operations Report: Steve Ruddell-
 - Mr. Ruddell noted FPA has identified that there is an electrical issue in the parking lot, and not all exterior lights come on. Alliance Condominium Association president Gary Hurst has been notified and acknowledged the issues, and stated that they are being handled by the Association.
 - Mr. Ruddell stated that Chief Engineer Daniel Olewine is planning an Operations meeting the second week of September.
- Training Report: Jay Erasquin-
 - Mr. Erasquin stated that in the next few months, the training department will need to update the Edit Lab
 - New survey to be passed out at each orientation session, will include asking prospective members how they heard about us.
- Friday, Mr. Erasquin will go to the Chantilly central library and deliver 300 copies of the FPA course calendar distributed copies of the FPA catalogue
- Outreach Report: Jerry Ferguson-
 - Observed that he will be busy through Thanksgiving working on videotaping various community events and other assignments.

- Applied for and was accepted into Leadership Fairfax Program, the \$4000 fee has been waived, as FPA will be providing services in exchange for the training.
- See the August staff report for further details if there are any questions.
- Programming Report: Maryam Shah-
 - See the August staff report.
 - Numbers are slightly down for airing new content; however, she is very busy with planning the fourth station.
 - She anticipates that everything will be in place to begin programming starting early 2013.
 - The new channel will be channel 36 on Verizon. She is not sure what channel will be assigned to FPA by Cox.

FPA BOD Director's Activities:

- Director of Special Events: Georgia Graves-
 - Ms. Graves is fully engaged in the Dulles Airport 50th Anniversary celebration.
 - She provided the Board with copies of the latest Washington Flyer magazine, which discusses the events planned for the program.
 - The band that opened the airport in 1962 will be in attendance.
 - There will be a VIP reception, catered by Windows.
 - Jerry Ferguson will be interviewing various dignitaries and people that made an impact on Dulles who are in attendance, and that will be played in between speakers at the event.
 - She noted that more than half of the seats for the event have already been sold, and she expects the remainder will be sold in the next three weeks.
 - The event will be on Friday, November 16th.
 - She will send the Board an update via email regarding the upcoming events taking place in September.
 - Ms. Pointer noted that the 25th Anniversary celebration of the Inova Hospital System will be held on Oct. 6 at the Ritz Carlton in Tysons Corners, which includes a silent auction and a dance.

- Director of Finances: Steve Mullen-
 - Mr. Mullen delivered the financial report for Ms. Lopez, who could not be here for the meeting.
 - He stated that FPA the FY 2012 fourth quarter payment received from Verizon in July showed growth over the third quarter.
 - He discussed the new accrual procedure that was implemented recently, FPA can now more closely reflect the expected payment from Verizon to FPA on a monthly basis.
 - All income numbers remain positive.
 - Facilities expenses are up, because of necessary expenditures for duct cleaning and the air conditioning system.
 - On the statement of financial position, marketable securities are up slightly over last year; fixed assets have also increased.
 - Mr. Mullen is working with Mr. Burnett and expects to make the payment of \$1,000,000 to reduce the mortgage on FPA facilities.
- Parliamentarian: Ahmed Selim-
 - Mr. Selim had no report.
- Vice President: Jim Housel-
 - Mr. Housel made a motion to have the board pay for 4 additional tickets to the Dulles 50th Anniversary Gala. Mr. Southworth and Mr. Giarrusso seconded. The motion passed.
 - He is still working on the report and hopes to have a more cohesive presentation at a future meeting.
- Secretary & Director of Membership: Bob Giarrusso-
 - Mr. Giarrusso reiterated the focus of the strategic plan will be to expand the membership and grow the services and facilities to reach more residents in other areas of Fairfax County.
 - Ms. Pointer noted that while it is helpful for the staff to be here for their reports, she didn't want to keep people here unless they wanted to participate.
- Technology Report: Jim Southworth-
 - Mr. Southworth and Mr. Olewine did a live broadcast using General Motor's latest hybrid and hydrogen-fueled cars from the FPA parking lot.
 - Mr. Southworth is also working with other producers to expand uses of Skype and other new technologies.

- Director of Business Development: Tim Bowden-
 - Mr. Bowden did not have a report.
- Radio Liaison: Jim Burke
 - Mr. Burke had contacted Mr. Pena in advance to notify him he would be unavailable to attend the meeting.
- President & Director of Strategies: Ayme Pointer-
 - Ms. Pointer had no report.
- OLD BUSINESS: Ayme Pointer-
 - Mr. Housel requested a vote by the Board to authorize FPA management and staff to explore possible annex locations in southern and western Fairfax County, and report on progress at the October meeting. Mr. Southworth seconded the motion. Mr. Giarrusso and Mr. Housel volunteered to be the liaisons for the Board.
 - He expects to have it for the August meeting.
- NEW BUSINESS: Ayme Pointer, FPA Board of Directors
 - There was no new business.

Open Meeting over at 8:25 PM

Executive Session began at 8:40 pm.

Adjourn meeting: 9:42 PM

ACTION ITEMS:

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A10-1	Mr. Southworth will confer with Google about technology and upgrades, will bring the Exec. Director, Mr. Pena, Mr. Olewine, Mr. Ruddell, and Ms. Pointer in on that when it can happen.	Mr. Southworth	26 Oct. 10	OPEN
A10-2	Provide end of fiscal year financials for next BOD	Mr. Mullen	26 Oct. 10	CLOSED

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
	meeting.			
A10-3	Enroll at least one local merchant to support FPA Member Discount Program	ALL DIRECTORS	8 Dec. 10- revised to 23 Feb. 11	OPEN
A10-4	Research FPA Operations Manual, Articles and By Laws regarding fraud, misrepresentation	Mr. Giarrusso	8 Dec. 10	CLOSED
A10-5	Locate restaurant to host/cater FPA staff party	Ms. Graves	8 Dec. 10	CLOSED
A10-6	Update report by January 15 on selection of nominees for open Board position	Mr. Selim, Mr. Housel	8 Dec. 10	CLOSED
A10-7	Prepare report on fundraising plan, to present at February BOD meeting	Mr. Pena, Mr. Housel	8 Dec. 10	OPEN
A11-1	Provide edits and corrections for Dec. 8, 2010 BOD mtg. minutes	Mr. Mullen	26 Jan. 11	CLOSED
A11-2	Provide notes/ input to BOD Secretary for preparation of 1/26/11 BOD meeting minutes	ALL	26 Jan. 11	CLOSED
A11-3	All BOD members not already photographed to have their portraits taken for FPA Board section	Mr. Selim Mr. Porzio	26 Jan. 11 29 June 11	OPEN
A11-4	Update on Nat Albright's progress in acquiring a van for	Mr. Selim Mr. Mullen	26 Jan. 11 29 June 11	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
	FPA promotional activities			
A11-5	FPA financial committee to meet with Dan Burdette on March 13 th , 1:00 pm	Mr. Selim Mr. Mullen Mr. Giarrusso Mr. Southworth Mr. Ruddell	23 Feb. 11	CLOSED
A11-6	Follow up with consultants and get bids for services	Ms. Pointer Mr. Housel	23 Feb. 11	OPEN
A11-7	Brainstorm and prepare list for producer self help and promotion, possible workshop?	Staff/ Ms. Shah/Mr. Giarrusso	30 March 11	OPEN
A11-8	Conference call Sunday 4/3/11 at 3:00 pm re: Membership Benefits program	Mr. Ruddell/Mr. Pena/Ms. Pointer/Mr. Housel/Mr. Southworth/ Mr. Giarrusso	30 March 11	CLOSED

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A11-9	Review/revise wording in the Operations Manual regarding use of the facilities by government agencies or private organizations	Mr. Giarrusso	31 Aug. 11	OPEN
A11-10	Review proposals from consultants, report out in October	Mr. Housel	31 August 11	OPEN
A11-11	Draft comments for FCC rulemaking proceeding re: mandating program title and description to be included for all content providers by cable providers	Mr. Giarrusso / Ms. Pointer	31 August 11	TABLED Oct. 26, 2011 (to be revisited as needed)
A11-12	Follow up on Board members' responsibilities with one-on-one Board member discussions regarding individual roles and responsibilities	Ms. Pointer	26 October 11	OPEN
A11-13	Discuss format for offsite Board meeting/preparations for brainstorming fundraising efforts and formation of a committee	Mr. Bowden/Ms. Pointer	26 October 11	OPEN
A11-14	Arrange for portraits of Board members to be taken on premises at FPA.	Ms. Pointer/ All BOD Members	26 October 11	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A12-01	Discuss removal of "at your own risk" signs with outside counsel.	Mr. Pena/ Mr. Lawrence	25 January 12	OPEN
A12-2	Discussion of retirement planning.	Ms. Pointer/ Mr. Mullen	29 February 12	OPEN
A12-3	Resumes for candidates to fill open Board position by April 18, 2012	All FPA Staff and BOD members/ Ms. Pointer	28 March 12	OPEN
A12-4	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	OPEN
A12-5	Budget for new staff member	Mr. Housel/ Mr. Mullen	28 March 12	OPEN
A12-6	Skill sets and recommendations for staff PR/Communications/ Marketing position	Mr. Erausquin/ Mr. Ferguson To BOD	28 March 12	OPEN
A12-7	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	OPEN
A12-8	Begin planning for annual membership recognition event	Mr. Bowden/ Ms. Graves	28 March 12	OPEN

